



August 31, 2010

Lisa K. Reel
Executive Director
Wild Iris Women's Services of Bishop, Inc.
P.O. Box 697
Bishop, CA 93515

**RE: Performance Assessment Report (grant awards RC09211057,
RC 09251057, RR09011057 and RR09A11057)**

Dear Ms. Reel:

Thank you for your warm reception and cooperation during my Performance Assessment visit of the above-referenced Rape Crisis (RC) program grant with your agency on June 22, 2010. For the most part, your grant awards were found to be in compliance with the Service Standards for the Operation of Rape Crisis Centers, the RC Grant Award Agreement and the Cal EMA Recipient Handbook, with the following exceptions:

- **Fidelity Bond Certificate – Community Based Organizations (CBO)**

1. Finding: The project had a fidelity bond on site and in the correct amount, however, several items were not listed (Bond number, Amount of Coverage (50% of the allocation), and the grant award number). The bond did not include Form A –Employee Dishonesty and Form B-Forgery Coverage. It also did not have Cal EMA listed as the bond beneficiary.

Citation: Recipient Handbook Section 2161.2 describes the type of coverage required for the fidelity bond and Section 2161.5 lists the information that must be included on the bond.

Corrective Action: No action required as this grant period has ended. Please ensure the Fidelity Bond for 2010/11 includes all the required elements.

- **Functional Timesheets**

1. Finding: The project does not maintain Functional Time Sheets. Timesheets that were reviewed were signed by the employee, but not signed by the supervisor. These were mainly the timesheets from the Mono location and the Supervisor is at the Bishop location. The project supervisor from the Bishop office was not signing the timesheets from the Mammoth Lakes office in a timely manner and/or on a monthly basis.

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PUBLIC SAFETY & VICTIM SERVICE BRANCH
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Citation: Recipient Handbook Section 11331 states, "All grant-funded personnel must maintain time cards/sheets that indicate, on a daily basis, the actual time worked on each Cal EMA project and account for all the time worked by the employee during the pay period. Time cards/sheets must be signed by the employee during the pay period

Corrective Action: Time cards/sheets must be signed by the employee and their supervisor, [see Sample Functional Time Sheet (Cal EMA 2-313), for an example]. An allocation plan may be used to allocate salaries and benefits for individuals who work on more than one program or grant (see Section 2173). Submit notification to Cal EMA when this process has been completed by **October 31, 2010**.

Enclosed are copies of all the site visit documents.

If you have any questions or concerns, or if I can be of any assistance as you complete the required corrective action, please do not hesitate to contact me at (916) 324-9230, or via e-mail to ermelinda.angulo@calema.ca.gov.

Sincerely,

Ermelinda Angulo, Criminal Justice Specialist
Sexual Assault Section

Enclosures

c: Cal EMA Business Services Division – Grant Files

